

INSTRUCTIONS FOR COMPLETING JPCF PROGRAM AGREEMENT

- A. Agency Information: This section relates to the probation department.
- B. Designated Financial Officer Information: The information requested in this section is for the person who will review and approve the financial invoices before the county submits them on-line. This individual may be the Probation Business Manager or another person designated to serve as Financial Officer for the JPCF Program.
- C. Payment Receiver Information: The information requested in this section is for the person to whom the reimbursement checks for the fixed (non-camp) allocation should be mailed.
- D. Day-to-Day Contact: The information requested in this section is for the person who would serve as the primary contact for the CSA Field Representative assigned to the county.
- E. I. Total Budget for Fixed (Non-Camp) Allocation (Attachment A): Insert the total amount of the fixed allocation dedicated to each line item. For a general description of what is covered within each line item, please refer to the draft Program Administration Guide. NOTE: The amount for Indirect Costs may **not** exceed 15 percent of the county's total fixed allocation.
- II. Program-Specific Budget(s): Use the fill-in box to identify the program and insert the amount of funds for each line item as well as the total funds directed to the program.
- A. Description of Program-Specific Services: Under each program-specific budget, provide a brief description that includes, at a minimum, the purpose of the program and the number and type of youth served.
- B. Service Categories for Fixed Allocation Program(s): For each program-specific budget, identify the service category number(s) covered by the program (reference table below).
- NOTE:** If the county's fixed allocation supports more than two programs, please replicate the program-specific budget table, description of services, and service category sections as needed.
- F. Camp Allocation Eligibility Form (Attachment B): Counties that are eligible for a camp allocation or may be eligible for one during the funding period must complete and return Attachment B.
- G. Board of Supervisors' Resolution: All counties must submit a resolution from the Board of Supervisors that includes the language outlined in the sample (Attachment C).
- NOTE:** A new resolution will not be required each year if the fixed allocation budget does not change (Section E-I and E-II of the Agreement).
- H. Signature of Chief Probation Officer: With authorization from the Board of Supervisors, the Chief must sign and date this section of the Agreement.

JPCF Service Categories

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| 1. Educational Advocacy/Attendance Monitoring | 9. Family Crisis Intervention | 17. Anger Mgmt., Violence Prev., Conflict Resolution |
| 2. Mental Health Assessment/Counseling | 10. Ind., Family, & Group Counseling | 18. Aftercare Services |
| 3. Home Detention | 11. Parenting Skills Development | 19. Information/Referral-Community Services |
| 4. Social Responsibility Training | 12. Drug and Alcohol Education | 20. Case Management |
| 5. Family Mentoring | 13. Respite Care | 21. Therapeutic Day Treatment |
| 6. Parent Peer Support | 14. Counseling, Monitoring, & Treatment | 22. Transportation for AB 139 Services |
| 7. Life Skills Counseling | 15. Gang Intervention | 23. Emergency and Temporary Shelter |
| 8. Prevocational/Vocational Training | 16. Sex and Health Education | |

The completed and signed Agreement, which includes the Board of Supervisors' Resolution, must be mailed to the attention of Marlon Yarber, Field Representative, Corrections Standards Authority, 600 Bercut Drive, Sacramento, CA 95814. A copy of the fully executed Agreement will be mailed back to the Chief Probation Officer.